

ADPA BULLETIN NO. 03-09

October 7, 2003

TO: Executive Directors
Program Managers

FROM: Patrick L. Ogawa, Director
Alcohol and Drug Program Administration

SUBJECT: **AUTOMATED DATA COLLECTION AND REPORTING**

This is to remind you of the critical importance of compliance with the data collection reporting requirements established by the Los Angeles County Alcohol and Drug Program Administration (ADPA) and the State Department of Alcohol and Drug Programs.

Funding allocations to Los Angeles County, as well as the other 57 counties in California, are determined by a formula which includes the number of persons participating in substance abuse treatment programs. Missing, inconsistent, or inaccurate information can result in a reduction of the County's allocation and directly impact our ability to provide sufficient funding for quality treatment services.

As part of your contractual obligation, all County-contracted treatment agencies are required to accurately and regularly enter all participant data, regardless of the funding source, into the Los Angeles County Participant Reporting System (LACPRS). Compliance with LACPRS data submission will be reviewed by ADPA Contract Program Auditors during their annual on-site visits. All contracted-agencies are mandated to submit the required data, which reflects the complete client activities for the previous month, to ADPA by the 10th of each month. For example, all September data must be submitted to ADPA by October 10th.

LACPRS data is in turn submitted by ADPA to the State via the California Alcohol and Drug Data System (CADDs). The system was developed to provide an accurate picture of the overall needs of each county for treatment services.

During this time of fiscal instability and potentially reduced allocations, it is critical that all data be submitted promptly and accurately. Your compliance will ultimately help the County to secure and continue the necessary funding to provide needed alcohol and drug services for our residents.

If you have any questions or need additional information, please contact David Hoang, Information Systems, at (626) 299-4545.

PLO:cml